

CONSULTANT REGISTRATION and PREQUALIFICATION SUBMITTAL INSTRUCTIONS FOR JOINT VENTURES

The **INDOT Business Rules for Team Responses to Requests for Proposals for Professional Services** dated 8-19-08 requires that a Joint Venture (JV) must submit the registration documents and states that the JV can only consist of members that are each (currently) prequalified with the State of Indiana. In order for a JV to submit a Letter of Interest regarding an advertised project, the JV will have to be approved as a prequalified entity in our PSCS system. The registration documents and prequalification packages should be submitted at least one week prior to the due date of the LOI.

Step 1 – Submitting the Registration Documents

The registration documents referred to in the **INDOT Business Rules for Team Responses to Requests for Proposals for Professional Services** consist of 1) an explanation of how the JV serves the State of Indiana, 2) a JV agreement signed by both the authorized signatory of the JV and the authorized signatories for all members, and 3) a designated single point of contact. Submission of these items and any questions regarding the registration documents should be emailed to contractsRFP@indot.in.gov.

Step 2 – Request Temporary Vendor Number

Since the Business Rules do not require the JV to have obtained a Federal Tax ID number prior to submission of the LOI, a dummy tax ID will have to be assigned. Please contact Karen Macdonald at (317) 232-5094 or Tami Stoakes at (317) 232-5339 to get the assigned temporary number.

Step 3 – Complete an Organization Enrollment Form in the IWP

To access the PSCS system to submit a prequalification package for a JV, a new request for an organization enrollment must be submitted in the IWP. The INDOT Web Portal (IWP) will not allow a main contact person's email address to be associated with more than one company. If the main contact for the JV is to be someone already enrolled in IWP as the main contact for one of the partner companies, then they will need to use a different email address when enrolling. This person will receive emails requesting approval of users who will enroll as indicated in Step 4.

The IWP main page can be accessed by going directly to the following URL:

<https://netservices.indot.in.gov/iwp/login/login.aspx>

An **IWP User Manual** is located in the top right corner of the login page.

Step 4 – Create a User Account

Once the IWP organization enrollment has been approved, each user must enroll for a user account for the JV. The users must associate themselves with the JV. In this case, users may be associated with multiple companies, so a different email address does not have to be provided. However, a different user ID and password will be assigned. Only approved users may submit the prequalification package and LOI for the JV.

Step 5 – Select a New Process and Group Description

Once notified of the user login and password, the user must log-in to the IWP and select the PSCS prequalification and/or RFP/LOI processes for access to PSCS system. Consultant must be chosen for the Group Description. The JV must have users enrolled to submit for both processes to allow for submission of the LOI by the due date. Please see the IWP User Manual if you are having trouble with this step. You may also contact Karen Macdonald at (317) 232-5094 or Kathy Caplinger at (317) 232-5006 with questions or contact the helpdesk.

The helpdesk link can be accessed by going directly to the following URL:

<http://www.in.gov/indot/div/bits/helpdeskout.htm>

Step 6 – Start an Initial Prequalification Package for the JV

Since INDOT expects partner companies to already be prequalified, a condensed version of the application will be allowed to be submitted. Thus, since the partner companies have been through the on-line prequalification application process before, detailed instructions for filling out the application will not be duplicated here. If you have questions, please see the **Prequalification Application Pkg User Guide** located at the top of the screen in PSCS Prequalification. You may also contact Karen Macdonald at (317) 232-5094 or Tami Stoakes at (317) 232-5339 with questions.

Step 7 – Part 1 of the Prequalification Application

For JV prequalification only, all fields do not have to be filled in, contrary to instructions in the **Consultant Prequalification Manual**. Some of the previously required fields have been relaxed. (Although the system will allow you to skip over some fields, in a normal application for an individual company, INDOT would want to see that all fields are addressed.)

Input fields in Part 1 should be addressed as follows:

- Item 3.A (Years of Operation) – Use 0 or 1.
- Item 3.B (Addresses and Contact Information) – Fill in all fields. In listing the addresses, include the corporate office for the JV as the main address, and at a minimum include the project office that will be used in the LOI and the main offices of each partner company.
- Item 3.C (Type of Business Entity) – If not determined yet select Other.
- Item 3.D (Date of Incorporation) – If not incorporated yet, use the date the application is filled out.
- Item 3.E (Indiana Secretary of State Document No.) – If not incorporated yet, use TBD. Exhibit A does not need to be attached.

- Item 3.F (Federal ID Number) – Use the dummy number provided. Attach a document that states “Tax ID will be submitted within 60 days of selection” for Exhibit B.
- Item 3.G (Professional Liability Insurance) – Check the box and attach a document that states “Certificate of Insurance will be submitted within 60 days of selection” for Exhibit C.
- Items 3.H and 3.I – Can be left blank.
- Item 3.J (List of Owners, etc.) - For Exhibit D, please include a list of the partner companies to the JV and any proposed division of the group. (ie, Company A – 50%, Company B – 30%, Company C – 20%.)
- Items 3.K and 3.L – Use today’s date and use at least 0 in each field asking for number of employees.
- Item 4 (Minority Programs Information) – Should be left blank.
- Item 5 (Indiana Business) – Can be left blank.
- Item 6 (Prequalification Level Requested) – Should be checked as Audited Indirect Cost Rate.

When Part 1 is validated, it will indicate if there are any empty fields or missing Exhibits. If you have addressed the items indicated above, it should let you continue on to Part 2.

Step 8 – Part 2 of the Prequalification Application

Part 2 can be left blank. It however needs to be validated, before moving on to Part 3. No exhibits are necessary. Each prequalified partner company should already be approved financially.

Step 9 – Part 3 of the Prequalification Application

The technical prequalification of the JV will be based on the approved work types of the partner companies. Part 3 should be filled out as follows:

- Select all work types requested.
- Qualifying personnel do not need to be specified for each work type in the on-line package. In order for the prequalification application to be submitted successfully, at least one person must be associated with one work type. Thus, we expect you to associate only one person to only one work type.
- Fill out the resume for the one person. The system does not require that all fields be filled out in the resume. However, the fields for title and years of experience with the firm and with other firms are required.
- Attach a table as a supporting document with the pre-approved work types for each partner company. It is not necessary to list the qualifying personnel for each work type.
- Save the resume, then after backing out, Part 3 can be validated.

Step 10 – Submit Prequalification Package

After validating all three parts and submitting the application, please email Karen Macdonald at kmacdonald@indot.in.gov and Tami Stoakes at tstoakes@indot.in.gov with the name of the JV. We will verify the pre-approved work types.

Step 11 – Registration and Prequalification Approval

Once the registration and prequalification packages are approved, the main contact person for the JV will be notified via email.

Step 12 – Follow-up

Documents required to be submitted within 60 days of selection by the **INDOT Business Rules for Team Responses to Requests for Proposals for Professional Services** are to be submitted to the Prequalification Section via email to kmacdonald@indot.in.gov and to the Consultant Services Section via email to contractsRFP@indot.in.gov. Those items include, but are not limited to, a W-9 showing the Tax ID number, the Secretary of State Registration, and a Certificate of Insurance for professional liability insurance.